

# Optional Practical Training Application (OPT)



**HOWARD**  

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**UNIVERSITY**

*International Student &  
Immigration Services Office*



Dear International Students:

International students currently on authorized Optional Practical Training (OPT) you are required by the Student and Exchange Visitor System (SEVIS), the Department of Homeland Security (DHS) to provide this office with the following documents immediately:

1. Your name and any legal change of name
2. Your address (the rule to notify the USCIS of change of address within 10 days of that move is still being enforced)
3. Your telephone and cellular numbers
4. The name of your employer or names of employers during the duration of OPT
5. The address of your employer
6. The telephone number(s) of your employer
7. A copy of your EAD card
8. Twenty-one (21) days are provided for reporting of any other changes in status.

Additionally, effective immediately students who are seeking their initial period of Optional Practical Training (OPT) can apply for the regular twelve months and with a promise of continued employment, later apply for the twenty four months extension. Students who are currently on OPT are eligible for the twenty (24) months extension. Eligible students for the extension must have received a STEM degree in one of the following areas:

- Actuarial Science
- Computer Science Applications
- Engineering
- Engineering Technologies
- Life Sciences
- Mathematics
- Military Technologies
- Physical Sciences

Interested students are required to visit the office for additional information and submission of request for extensions or applications. For additional information and daily updates please go to the website: [www.nafsa.org](http://www.nafsa.org) and click regulatory information.

*Please attend to this matter immediately.*



**Optional Practical Training Application**

<b>TO BE COMPLETED</b>	<b>RESPONSE</b>
<b>Name:</b>	
<b>Howard I.D. #</b>	
<b>Current Local Address:</b>	
<b>Current Local Telephone Number:</b>	
<b>Immigration Admission Number:</b>	
<b>SEVIS Number:</b>	
<b>School/College at Howard:</b>	
<b>Course of Study (Major):</b>	
<b>When will you complete your degree? (mm/yyyy)</b>	
<b>Level of Study (Select One):</b>	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate/Masters <input type="checkbox"/> Graduate/Doctoral <input type="checkbox"/> Medicine <input type="checkbox"/> Dentistry <input type="checkbox"/> Law
<b>List OPT start and end dates (mm/dd/yyyy):</b> <ul style="list-style-type: none"> <li>• Start must be within 60 days of program completion</li> <li>• Permission lasts for a maximum of 365 days</li> </ul>	
<b>FOR OFFICE USE ONLY</b>	
<b>CURRENT ENROLLMENT STATUS</b>	
<b>CUMULATIVE GPA</b>	
<b>DATE:</b>	
<b>INITIALS</b>	



Visa & Immigration Services  
Howard University, 2400 6<sup>th</sup> Street, NW, Ste. G10  
Washington, DC 20059

### Statement of Understanding

I, \_\_\_\_\_, have read and understood the regulations governing Optional Practical Training contained on the USCIS website ([www.uscis.gov](http://www.uscis.gov)). I understand that while on Optional Practical Training I am still in F-1 status and I am subject to all the rules and regulations of an F-1 Visa.

If I do not finish my program, as projected, after the approval of OPT, I will lose the OPT and must stop working immediately.

Upon approval from the United States Citizenship and Immigration Services (USCIS) and the receipt of my Employment Authorization Card (EAC), I will furnish the office of Enrollment Management with the following, to ensure that I maintain my legal immigration status:

- A copy of my EAD Card
- The name, location and telephone number of my place of employment
- Any and all new addresses (within ten days of moving)
- Any change of immigration status (e.g. a change to another visa type)

**If I am travelling:**

I must obtain a visa coordinator's signature on my I-20 if the most recent signature is six months or older.

**I will travel with a job offer letter or proof of employment.**

I understand that failure to do any of these may result in the termination of my record in SEVIS and/or may lose legal status in the United States.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Visa Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

Visa & Immigration Services  
**VISA & IMMIGRATION SERVICES**  
Howard University, 2400 6<sup>th</sup> Street, NW, A Bldg., Ste. G10  
Washington, DC 20059  
Tel: 202-806-2777

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**Optional Practical Training Certification Form**

*Note for Academic Advisors and Deans:* Students with F-1 immigration status are eligible to apply for employment authorization related to their degree program. The student indicated below wishes to apply for such authorization. To process his/her application, U.S. immigration regulations require that we verify his/her academic standing, prospective date of graduation, and general eligibility. Please complete the advisor's section of this form to assist us in verifying the student's eligibility for employment.

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**TO BE COMPLETED BY STUDENT**

ID# \_\_\_\_\_  
Family Name \_\_\_\_\_ Given Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State and Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

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**TO BE COMPLETED BY ACADEMIC ADVISOR OR DEAN**

Student's Degree Major \_\_\_\_\_ Level (circle one) BA/BS MA/MS Ph.D. CERT.

Expected program completion date (based on current number of completed courses and credits) \_\_\_\_\_

**I recommend that this student receive Optional Practical Training to pursue employment related to his/her course of study:**

\_\_\_\_\_ during the student's annual summer vacation for academic year \_\_\_\_\_.

\_\_\_\_\_ during academic year \_\_\_\_\_ while pursuing coursework (maximum of 20 hrs. per week).  
*Please attach a detailed description of the educational benefits the student will derive from such employment, if granted.*

\_\_\_\_\_ because this student has completed all course requirements for the degree and is registered for thesis or dissertation research credit hours.

\_\_\_\_\_ because this student will complete all degree requirements on (specify date) \_\_\_\_\_

\_\_\_\_\_  
**Advisor's Name – Please Print**                      **Advisor's Signature**                      **Date**

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**Do not write here**

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ International Student Advisor \_\_\_\_\_

Comments \_\_\_\_\_ Date \_\_\_\_\_

### Certification by Designated School

**SECTION A. This section must be completed by the student, as appropriate. (Please print or type):**

1. Name: (Family in CAPS) (First) (Middle)	2. Date of birth:
3. Student admission number:	4. Date first granted F-1 or M-1 status:
5. Level of education being sought:	6. Student's major field of study:

7. Describe the proposed employment for practical training:

Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_ Number of hours per week: \_\_\_\_\_

8. List all periods of previously authorized employment for practical training:

A. Curricular or work/study:	B. Post completion of studies

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION B. This section must be completed by the designated school official (DSO) of the school the student is attending or was last authorized to attend:**

9. I hereby certify that:

The student named above:

- Is taking a full course of study at this school, and the expected date of completion is: \_\_\_\_\_
- Is taking less than a full course of study at this school because: \_\_\_\_\_
- Completed the course of study at this school on (date): \_\_\_\_\_
- Did not complete the course of study. Terminated attendance on (date): \_\_\_\_\_

Check one:

- A. The employment is for practical training in the student's field of study. The student has been in the educational program for at least nine (9) months, is in good academic standing, and is eligible for the requested practical training in accordance with INS regulations at 8 CFR 214.2(f)(10). The training that the student will participate in is an integral part of an established curriculum.
- B. The employment is for an internship with a recognized international organization and is within the scope of the organization's sponsorship. The student is in good academic standing.

10. Name and title of DSO:	Signature:	Date:
11. Name of school:	School file number:	Telephone Number:

<b>For Official Use Only</b> Microfilm Index Number:
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(See instructions on reverse)

## Checklist

Checklist	Additional Information	Present to:
<input type="checkbox"/> <b>Passport</b>	Valid for a minimum of 6 months	Visa & Immigration Services
<input type="checkbox"/> <b>Visa</b>	Most Recent	Visa & Immigration Services
<input type="checkbox"/> <b>I-94</b>	Small white card in your passport or google I-94 and fill it out	Visa & Immigration Services
<input type="checkbox"/> <b>All previous SEVIS I-20 Forms</b>		Visa & Immigration Services
<input type="checkbox"/> <b>Statement of Understanding</b>	To be completed by you with a Visa Coordinator	Visa & Immigration Services
<input type="checkbox"/> <b>Optional Practical Training Certification Form</b>	Signed by your Dean or Academic Advisor	Visa & Immigration Services
<input type="checkbox"/> <b>Form I-765 Application for Employment Authorization (Google I-765, type and print it out)</b>	<ul style="list-style-type: none"> <li>• <a href="#">Print this form from the USCIS webpage (click here)</a></li> <li>• <a href="#">Instructions for completing this form (click here)</a></li> <li>• Item #27. Should be (c) (3) (B)</li> </ul>	Visa & Immigration Services
<input type="checkbox"/> <b>Any Previously Issued Employment Authorization Card</b>		Visa & Immigration Services
<input type="checkbox"/> <b>\$410.00 Check or Money Order Payable to U.S. Department of Homeland Security</b>	Do not use abbreviations when filling out your check or money order	Visa & Immigration Services
<input type="checkbox"/> <b>Two Photographs that meet USCIS Specifications</b>	<ul style="list-style-type: none"> <li>• <a href="#">USCIS Photo Specification (click here)</a></li> </ul>	Visa & Immigration Services

<p align="center"><b>SPECIAL REGISTRANTS UNDER THE NSEERS SYSTEM</b></p>	<p>If you are a National Security Entry/Exit Registration System (NSEERS) registrant, i.e. persons from selected countries who are required to register with the INS, you must include:</p> <ul style="list-style-type: none"> <li>• Proof of your registration with your application.</li> <li>• This would be the already required photocopy of both sides of the I-94 which should indicate an identification of Foreign Nationals (IFN #) and a notation regarding registration.</li> <li>• In addition, you should also enclose a brief letter stating the date and location of registration.</li> </ul>
<p align="center"><b>UPON RECEIPT OF WORK AUTHORIZATION:</b></p>	<ul style="list-style-type: none"> <li>• All graduates on OPT are still in F-1 Status</li> <li>• Students cannot begin the next level of study while engaging in Optional Practical Training (OPT)</li> <li>• Students, you must provide the Visa &amp; Immigration Services with a copy of your Employment Authorization (EAD) card, so that your SEVIS record may be updated. Failure to do so will result in your SEVIS record being terminated.</li> <li>• If traveling, your I-20 needs to be endorsed if the signature is older than six (6) months and you must have a valid F1 Visa to reenter the U.S. Please note that graduates on OPT (whether remaining in the DC/VA/MD area or moving to another state) must provide the office with all new addresses within ten days of having moved.</li> <li>• All Students or graduates on OPT must inform the office of their place of employment. (Name of company, address and telephone number, email).</li> <li>• Any change of status – e.g. from F-1 to an H-1B Visa, Permanent Residency, etc. – must be reported to this office immediately upon receipt of this change.</li> </ul>
<p align="center"><b>REMAINING IN LEGAL IMMIGRATION STATUS</b></p>	<p>It is important to submit all applications for change of immigration status in a timely manner.</p> <ul style="list-style-type: none"> <li>• For those wishing to change to an H-1B visa, please note that there is a cap on the number of H-1B visas available each calendar year (October 1 to September 30).</li> <li>• Once the cap is reached, you will be unable to receive an H-1B classification for that calendar year. The cap has been extended by 20,000 for persons who have completed the Master's or Ph.D. Degrees.</li> <li>• If OPT expires before a change of status is acquired, the applicant will be out of status and will then have five months within which to apply for reinstatement to an applicable visa status, such as F-1. For those wishing to return to school at the end of their OPT, applications should be submitted to the institution of choice before the expiration of OPT.</li> </ul>



<p style="text-align: center;"><b>TRAVEL AND RE-ENTRY WHILE ON OPT</b></p>	<ul style="list-style-type: none"> <li>• Students on OPT who wish to travel outside the United States will be readmitted for the remainder of the OPT period, provided that they have a valid visa, an I-20 endorsed by a Visa Coordinator, Job Letter and the Employment Authorization Card (EAD).</li> <li>• Students will be denied re-entry if they travel without the appropriate documents. Students must have a job letter (or some other proof of employment) or an offer of employment in their possession when traveling outside the U.S.</li> <li>• Students are advised not to travel while their OPT application is pending. Please note, regulations regarding passports are being vigorously enforced and visas are only being granted until the expiration date of your passport. Students should therefore ensure that their passports are valid for at least six 6 months at all times.</li> <li>• If a student leaves the U.S. before the EAD is approved by the USCIS, he or she will not be able to return to the U.S. as an F-1 nor be given OPT upon re-entry. Students may also have difficulty returning to the U.S. If their entry visa is not valid, or if the student is re-entering toward the end of the OPT period.</li> </ul>
<p style="text-align: center;"><b>HELP?</b></p>	<p><b>PLEASE SCHEDULE AN APPOINTMENT WITH A VISA-COORDINATOR FOR INFORMATION ON SPECIFIC APPLICATION PROCEDURES AND FORMS. (PLEASE RETAIN THIS FORM FOR YOUR RECORD)</b></p>



U.S. Citizenship  
and Immigration  
Services

## USCIS Is Making Photos Simpler



**Old Three-Quarter  
Style Photo**



**New Passport  
Style Photo**

**Photos Must Be in Color**

Washington, DC — In accordance with language specified in the Border Security Act of 2003, U.S. Citizenship and Immigration Services (USCIS) announced a change in the photo requirements for all applicants from a three quarter face position to a standard, full frontal face position to take effect August 2, 2004.

USCIS will accept both three quarter and full frontal color photographs until September 1, 2004, after which only full frontal color will be accepted.

The application process of customers who have already submitted materials that include color photos with the three-quarter standard will not be affected by this change.

All photos must be of just the person. Where more than one photo is required, all photos of the person must be identical. All photos must meet the specifications for full frontal passport photos.

For more information on photo standards, visit the Department of State website at <http://www.travel.state.gov/passport/pptphotos/index.html>, or contact the USCIS National Customer Service Center at 1-800-375-5283.

List of forms that require photos is on the back.

**Applications and Petitions That Require Photos, and the Number Required**

**2 photos are required for the following forms:**

- I-90 – Renew or replace your Permanent Resident Card (green card)
- I-131 – Re entry permit, refugee travel document, or advance parole
- I-485 – Adjust status and become a permanent resident while in the U.S.
- I-765 – Employment Authorization/Employment Authorization Document (EAD)
- I-777 – Replace Northern Mariana Card
- I-821 – Temporary Protected Status (TPS) Program
- N-300 – Declaration of Intent (to apply for U.S. citizenship)
- N-400 – Naturalization (to become a U.S. citizen)
- N-565 – Replace Naturalization/Citizenship Certificate

**3 photos are required for the following forms:**

- I-698 – Temporary Resident's application under the 1987 Legalization Program for permanent resident status — file 1 photo for your application, and bring the other 2 with you to your interview
- N-600K – To apply for U.S. citizenship for foreign-born child residing abroad with U.S. citizen parent

**4 photos are required for the following forms:**

- I-817 – To apply for Family Unity Benefits
- I-881 – NACARA — suspension of deportation or special rule cancellation

**File the following with your photos and of others as shown below:**

- I-129F – Fiancé(e) Petition — file with 1 photo of you + 1 photo of fiancé(e)
- I-130 – Relative petition — If filing for your husband or wife, file with 1 photo of you + 1 photo of your husband or wife
- I-589 – Asylum — file with 1 photo of you + 1 photo of each family member listed in Part A. If that you are including in your application
- I-730 – Relative petition filed by a person granted Asylum or Refugee status — file with 1 photo of the family member for whom you are filing the I-730
- I-914 – "T" nonimmigrant status — file with 3 photos of you + 3 photos of each immediate family member for which you file an I-914A supplement

*All photos must be of just the person. Where more than one photo is required, all photos of the person must be identical. All photos must meet the specifications for full frontal/passport photos and must be no more than 30 days old when you file your application.*

For more information, visit our website at [www.uscis.gov](http://www.uscis.gov), or call our customer service at 1 800 375 5283.